



TDOT
Department of
Transportation



TDOT Headquarters

Learning & Development Course Catalog & Calendar

June – August 2017



Calendar - Course Offerings

New Hire Orientation				
Date	Class Code	Time	Location	Instructor
27-June	TX-H-062717A	9:00A - 12:00P	4th Floor - HR Conference Room	Hurton/ Pannell
25-July	TX-H-072517A	9:00A - 12:00P	4th Floor - HR Conference Room	Hurton/ Pannell
29-Aug	TX-H-082917A	9:00A - 12:00P	4th Floor - HR Conference Room	Hurton/ Pannell
Respectful Workplace				
Date	Class Code	Time	Location	Instructor
27-June	TX-H-062717B	1:00P - 4:00P	4th Floor - HR Conference Room	Poor
25-July	TX-H-072517B	1:00P - 4:00P	4th Floor - HR Conference Room	Poor
29-Aug	TX-H-082917B	1:00P - 4:00P	4th Floor - HR Conference Room	Poor
Customer Focused Government (G.R.E.A.T. & S.T.A.R. combined)				
Date	Class Code	Time	Location	Instructor
20-June	TX-H-062017A	9:00A - 12:00P	7th Floor - Conference Room	K. Pannell
11-July	TX-H-071117B	9:00A - 12:00P	7th Floor - Conference Room	K. Pannell
24-Aug.	TX-H-082417B	9:00A - 12:00P	7th Floor - Conference Room	K. Pannell
Performance Management - (*Supervisor Training)				
Date	Class Code	Time	Location	Instructor
27-July	TX-H-072717A	9:00A - 4:00P	7th Floor - Conference Room	Poor
Effective Hiring through CABBI - (*Supervisor Training)				
Date	Class Code	Time	Location	Instructor
12-July	TX-H-071217A	9:00A - 12:00P	7th Floor - Conference Room	Luttrell/ Lynch
Supervisor Medallion Series				
Planning & Priority Setting/ Quality Decision Making (PILOT COURSE)				
Date	Class Code	Time	Location	Instructor
22-June	TX-H-062217A	9:00A - 3:00P	7th Floor - Conference Room	Olivo/ Harris
Effective Presentation Skills				
Date	Class Code	Time	Location	Instructor
30-June	TX-H-063017A	9:00A - 12:00P	7th Floor - Conference Room	Poor

TDOT Learning & Development

Course Catalog & Descriptions

New Employee Onboarding

New Employee Orientation:

EDISON COURSE CODE: TDOT1000

½ Day - **REQUIRED**

This Training serves as a formal welcome to all new Headquarters employees to the TN Dept. of Transportation. Topics include TN Code of Conduct, employee performance standards, introduction to benefits, and the Mission/Vision of TDOT.

**Through a partnership with the TN Dept. of Treasury, this training includes a representative from empower Retirement to talk about your retirement plan, and other information related to your investment options.*

Respectful Workplace:

EDISON COURSE CODE: RWMG1000

½ Day - **REQUIRED**

During this workshop, participants will explore the the State's Policy Statement on Workplace Discrimination and Harassment. Participants will be able to recognize the responsibilities and liabilities under the State's Policy Statement and State and Federal law.

Customer Service:

EDISON COURSE CODE: CFW1000

½ Day - **REQUIRED**

Includes the two required DOHR Performance Management courses, 1) G.R.E.A.T. Customer Service & 2) S.T.A.R. Customer Service (**new course addition for 2017*). **Employees that took Customer Service in 2014 are not required to attend again at this time.*

Supervisor Onboarding

Performance Management:

EDISON COURSE CODE: STW100

This full day intensive course is required of all new TDOT supervisors. This course includes all three required DOHR Performance Management courses. 1) S.M.A.R.T. Performance Planning, 2) Get S.M.A.R.T.er, and 3) Performance Coaching.

**Employees that previously completed S.M.A.R.T. & S.M.A.R.T.er in previous years are not required to take this training again.*

Effective Hiring / CABBI (Competency & Behavioral Based Interviewing):

EDISON COURSE CODE: HIRE0001

½ Day - **REQUIRED** - all employees that plan to participate in interviews as a hiring manager. *In the interim of completing this course, at least one person on every hiring panel must have completed this training*

Participants learn why using competency behavioral based questions are best practice. They learn how to write and use such questions for interviewing applicants for job positions within their agency and how to make certain that such interview questions are legally acceptable to use during an interview.

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*(*new course additions for 2017).*

FUNDAMENTALS of MANAGEMENT

EDISON COURSE CODE: PAPS1000

Part 1: Planning & Priority Setting

This course incorporates skills to improve productivity, recognize, and the competencies required for effective planning and priority setting. Participants

also learn how to identify priorities that are urgent, and how to set goals and objectives.

Part 2: Quality Decision Making

This course explores critical theory of rational and non-rational decision making. Participants learn the value of both processes and the impact on leading people. Also, they learn how to apply forms of non-rational decision making when rational decision making is not an option based on timing and circumstances.

Effective Presentation Skills

This half-day workshop focuses on developing participants' basic facilitation and classroom management skills. These skills include understanding the difference between a facilitator and a presenter, creating an engaging atmosphere conducive to a positive learning experience, controlling classroom behaviors, and exuding confidence during the process. Participants will build their skill base in effective use of PowerPoint presentations to develop succinct and impactful presentations, and learn how to integrate PowerPoint to building engaging presentations.

We're here to Help

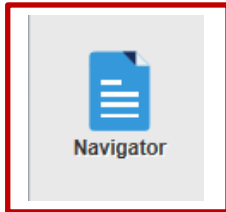
For any questions, please contact: Avery Poor –TDOT Learning & Development
Avery.Poor@tn.gov

How do I register for these classes?

All classes are available for registration in Edison, and this document is available on our Human Resource – Learning & Development website:

<http://www.tn.gov/tdot/topic/tdot-human-resources-learning-development>

- 1) Log-in to Edison
- 2) Click the Compass on the top right of Edison
- 3) Click Navigator



- 4) Click ELM > Self Service > Learning > Find Learning
- 5) Search for your Training Course

Search by keyword



*Suggestion- Search for all TDOT HQ courses by searching TX-H-

All class codes will begin with TX-H- and will immediately be followed by the course date. For example, a class taking place on January 1st, 2017 would have the class code TX-H-010117A

Please select the date that works best for your schedule, and click enroll to secure a spot (if available). You will receive an email confirmation on the evening of enrollment, and you can always call us to confirm your registration after processing.



**Or you can request registrations by email at Avery.Poor@tn.gov, and we'll be happy to process that registration for you.*